



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE
REFER TO FILE: **D-8**

December 26, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**STUNT ROAD ET AL.
AWARD OF CONSULTANT SERVICES AGREEMENT
SUPERVISORIAL DISTRICT 3
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award a consultant services agreement to INCA Engineers, Inc., for a not to exceed fee of \$260,000 to provide design services for the Stunt Road et al. culvert rehabilitation project to be financed from the Fiscal Year 2002-03 Road Fund.
2. Authorize the Director of Public Works or his designee to execute such services agreement with the recommended consultant and to establish the effective date to prepare plans and estimates for this project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

We are recommending that your Board award this consultant services agreement and authorize the Director of Public Works or his designee to execute a contract with the recommended consultant to prepare construction documents for the proposed culvert rehabilitation project, located in the County unincorporated areas of Cornell, Agoura Hills, Monte Nido, and Malibu Lake, and to establish the effective date of the contract.

Upon completion and approval of construction documents, tentatively scheduled for October 2003, we will return to your Board to adopt plans and specifications and to advertise for bids to construct the project.

The recommended consultant services agreement will provide for the preparation of design plans to repair and rehabilitate 28 road culverts located along Cornell Road, Escondido Drive, Fernwood Pacific Drive, Gorge Road, Las Virgenes Road, Latigo Canyon Road, Mulholland Highway, Newton Canyon Road, Observation Drive, Piuma Road, Schueren Road, Stunt Road, Valley View Drive, and Vera Canyon Road.

As part of our efforts to proceed with culvert rehabilitation work on County-maintained roads, Public Works has successfully used consulting firms to perform the design work because all available staff is currently committed to other projects.

Implementation of Strategic Plan Goals

This action meets the Strategic Plan Goal of Service Excellence as it will initiate the design of culvert improvements for the above-listed roads. This project will extend the service life of these culverts, protect the roadway, and improve motorist and pedestrian safety.

FISCAL IMPACT/FINANCING

Financing for the agreement is available in the 2002-03 Road Fund Budget. There will be no impact to the County's General Fund.

The estimated total project cost, including the design contract, is approximately \$2.2 million.

The recommended agreement for the identified culvert rehabilitation project is for an aggregate not to exceed fee of \$260,000, including \$38,455 for unforeseen additional work that may arise during progress of the work. Additional work within this allowance will not be performed without prior written authorization from the Director of Public Works.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, previously approved as to form by County Counsel, will be used. The agreement includes a clause for termination of services upon prior written notice and a renegotiation clause as directed by your Board.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, INCA Engineers, Inc., is willing to consider Greater Avenues for Independence participants for future employment.

INCA Engineers, Inc., is in full compliance with the Los Angeles County Code, Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for consultant services agreements for design services.

CONTRACTING PROCESS

On June 11, 2001, a Request for Proposals was issued to 80 firms from Public Works' list of qualified consultants. Thirty-nine firms responded to the request. An Evaluation Committee, consisting of Public Works' civil engineering staff, evaluated the proposals. The evaluation of the firms was based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the review and evaluation of these proposals, Public Works is recommending INCA Engineers, Inc., as one of the best qualified firms to perform the required services for the identified project.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' CBE Outreach Program and the requirement that consultants demonstrate their good faith efforts to utilize CBEs. INCA Engineers, Inc., is aware of Public Works' CBE Outreach Program, and their proposed CBE participation is on file with Public Works.

Public Works maintains a database of consultants for design services, which is the main source of soliciting proposals. As requested by your Board on February 3, 1998, and to further increase consultant awareness of contracting opportunities with Public Works, a Request for Qualifications for these services was listed on the County Office of Small Business website.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended consultant services.

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CONCLUSION

Please return one approved copy of this letter to us.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

SM:skh
A:\stunt road et al

cc: Chief Administrative Office
County Counsel
Department of Public Social Services (GAIN Program)